



**AASIS Support Center
Quick Reference Guide
to**

**Quick Reference Cards
(QRC)**

for

Asset Management
ASC Course Code AM

Version Control Sheet

Course: AM – QRC Guide

Courseware Items: Quick Reference Cards

Change Summary *Changes made to this document are summarized in the following table*

Date	Change	Reason For Change	Updated Version	Pages Affected
11/27/02	QRC Guide developed and published	New	1.0	All Pages
12/19/02	Typographical Error Corrected in Asset Retirement from S_ALR_87012050 To S_ALR_87012052	Asset Management Report Transactions QRC (page Q-7) had S_ALR_87012050 as the transaction code for Asset Retirement. Changed to S_ALR_87012052	1.0a	Q-7




QUICK REFERENCE CARD INDEX

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QRC 1 - Asset Management Transactions

TASK	MENU PATH	TRANSACTION CODE
Create an asset master record shell	Accounting > Financial Accounting > Fixed Assets > Asset > Create	AS01
Make changes to an asset master record	Accounting > Financial Accounting > Fixed Assets > Asset > Change	AS02
Display an asset master record	Accounting > Financial Accounting > Fixed Assets > Asset > Display	AS03
Create a sub-number for an existing asset	Accounting > Financial Accounting > Fixed Assets > Asset > Create > Sub-number > Asset	AS11
Post values to an asset that was acquired in a prior fiscal year	Accounting > Financial Accounting > Fixed Assets > Postings > Post-capitalization	ABNAN
Post values to an asset that was acquired in the current fiscal year	Accounting > Financial Accounting > General Ledger > Document entry > Others > General Posting	F-02
Pay sales tax on a vehicle asset	Accounting > Financial Accounting > Fixed Assets > Postings > Acquisitions > External acquisition > With vendor	F-90
Transfer an asset to another business area	Accounting > Financial Accounting > Fixed Assets > Postings > Transfer > Transfer within company code	ABUMN
Retire an asset that is no longer needed, lost or stolen	Accounting > Financial Accounting > Fixed Assets > Postings > Retirement > Scrapping	ABAVN
Reverse posting of an asset document	Accounting > Financial Accounting > Fixed Assets > Postings > Reverse document > Other asset document	AB08
Distribute and settle an asset under construction	Accounting > Financial Accounting > Fixed Assets > Postings > Cap. asset u. const. > Distribute	AIAB/AIBU
Display the value posted to the asset, the planned and posted depreciation and all transactions affecting asset	Accounting > Financial Accounting > Fixed Assets > Asset > Asset Explorer	AW01N

QRC 2 - Asset Management Report Transactions

TITLE	MENU PATH	TRANSACTION CODE
Asset Balances	Accounting > Financial Accounting > Fixed Assets > Environment > Worklist > Generate	AR01
Asset Transactions	Accounting > Financial Accounting > Fixed Assets > Info system > Reports on Asset Accounting > Day-to-Day Activities > International > Asset transactions	S_ALR_87012048
Asset Acquisitions	Accounting > Financial Accounting > Fixed Assets > Info system > Reports on Asset Accounting > Day-to-Day Activities > International > Asset Acquisitions	S_ALR_87012050
Asset Retirements	Accounting > Financial Accounting > Fixed Assets > Info system > Reports on Asset Accounting > Day-to-Day Activities > International > Asset Retirements	S_ALR_87012052
Directory of Unposted Assets	Accounting > Financial Accounting > Fixed Assets > Info system > Reports on Asset Accounting > Day-to-Day Activities > International > Directory of Unposted Assets	S_ALR_87012056
Fixed Asset List	None – type code in Command box 	ZFI_FALIST

QRC 3 - AS01 – Create Asset Master Record for Asset Acquired in a Prior Fiscal Year

- 1) Type transaction code AS01 in command box, press enter.
- 2) Type in Asset class or select possible entries icon to see list of possible codes. When pop up box appears, click the green check or enter. Highlight appropriate class code and double click.
- 3) Type ARK in Company code.
- 4) Number of similar assets will default to 1.
- 5) Click check in Post-capitalization box.
- 6) Press enter, click the green check or Master data button.
- 7) Type in a detailed Description (noun, adjective) of asset. If more space is needed click the pencil icon.
- 8) If asset was assigned to a WBS element or internal order, type it in the Asset main no. text field. If not, leave blank.
- 9) DO NOT ENTER QUANTITY!
- 10) Type in unit of measure of the asset in the small required box after quantity.
- 11) Click check in box before Include asset in inventory list.
- 12) Type in date asset was acquired in the Capitalized on field.
- 13) Click on the Time-dependent tab.
- 14) Type in Cost center from which asset was purchased.
- 15) Click on the Allocations tab.
- 16) Type in Status of asset, select possible entries icon if necessary.
- 17) Type in Acquisition Code, select possible entries icon if necessary.
- 18) Place cursor in Class Code field and select possible entries icon to select class code of asset you are purchasing. Highlight and double click. NOTE: Number in front of description is the recommended useful life for the asset.
- 19) Select Origin tab.
- 20) Check in box whether Asset purch. New or Purchased used.
- 21) Select Deprec. Areas tab.
- 22) Type in the recommended useful life (number of years the asset will last) of the asset under the column Usfl. life. NOTE: If asset class is low value, the useful life will be grayed out and you cannot enter it.
- 23) Click the save diskette.
- 24) Screen will return to first screen and in the lower left corner will be the asset number.

QRC 4 - AS01 – Create Asset Master Record for Donated Asset

- 1) Type transaction code AS01 in command box, press enter.
- 2) Type in Asset class or select possible entries icon to see list of possible codes. When the pop up box appears, click the green check or enter. Highlight appropriate NBR class code and double click.
- 3) Type ARK in Company code.
- 4) Number of similar assets will default to 1.
- 5) Press enter, click the green check or Master data button.
- 6) Type in a detailed Description (noun, adjective) of asset. If more space is needed click the pencil icon.
- 7) If asset was assigned to a WBS element or internal order, type it in the Asset main no. text field. If not, leave blank.
- 8) **DO NOT ENTER QUANTITY!**
- 9) Type in unit of measure of the asset in the small required box after quantity.
- 10) Click check in box before Include asset in inventory list.
- 11) Click on the Time-dependent tab.
- 12) Type in Cost center to which depreciation will be posted.
- 13) Click on the Allocations tab.
- 14) Type in Status of asset, select possible entries icon if necessary.
- 15) Type in Acquisition Code, select possible entries icon if necessary.
- 16) Place cursor in Class Code field and select possible entries icon to select class code of asset you are purchasing. Highlight and double click. **NOTE:** Number in front of description is the recommended useful life for the asset.
- 17) Select Deprec. Areas tab.
- 18) Type in the recommended useful life (number of years the asset will last) of the asset under the column Usfl. life. **NOTE:** If asset class is low value, the useful life will be grayed out and you cannot enter it.
- 19) Click the save diskette.
- 20) Screen will return to first screen and in the lower left corner will be the asset number.

QRC 5 - AS01 – Create Asset Master Record for a Purchased Asset

- 1) Type transaction code AS01 in command box, press enter.
- 2) Type in Asset class or select possible entries icon to see list of possible codes. When the pop up box appears, click the green check or enter. Highlight appropriate class code and double click.
- 3) Type ARK in Company code.
- 4) Number of similar assets will default to 1 – if you are acquiring more than one of the same asset, type the number of assets here.
- 5) Press enter, click the green check or Master data button.
- 6) Type in a detailed Description (noun, adjective) of asset. If more space is needed click the pencil icon.
- 7) If asset is assigned to a WBS element or internal order, type it in the Asset main no. text field. If not, leave blank.
- 8) **DO NOT ENTER QUANTITY!**
- 9) Type in unit of measure of the asset in the small required box after quantity. If necessary, select possible entries icon to see choices. Most units of measure for assets will be EA for each.
- 10) Click check in box before Include asset in inventory list.
- 11) Click on the Time-dependent tab.
- 12) Type in Cost center from which asset is being purchased.
- 13) Type in Room number and/or Personnel number if asset is being assigned specifically to a room or employee.
- 14) Click on the Allocations tab.
- 15) Place cursor in Class Code field and select possible entries icon to select class code of asset you are purchasing. Highlight and double click. **NOTE:** Number in front of description is the recommended useful life for the asset.
- 16) Select Origin tab.
- 17) Check in box whether Asset purch. New or Purchased used.
- 18) Select Deprec. Areas tab.
- 19) Type in the recommended useful life (number of years the asset will last) of the asset under the column Usfl. life. **NOTE:** If asset class is low value, the useful life will be grayed out and you cannot enter it.
- 20) Click the save diskette.
- 21) Screen will return to first screen and in the lower left corner will be the asset number or a range of asset numbers if you created more than one similar asset.

QRC 6 - AS02 – Change Asset Master Record

- 1) Type transaction code AS02 in command box, press enter.
- 2) Type in asset number to change in Asset field, press enter, click the green check or Master data button.
- 3) Type in Serial number and/or agency Inventory number of asset.
- 4) Click the Time-dependent tab.
- 5) To change the Cost center (asset was purchased with one cost center and will be depreciated to another or asset is being transferred to another cost center within the business area), click Further intervals button.
- 6) Click New interval button.
- 7) Type in date of cost center change in From-date of new interval field. Enter or click green check.
- 8) On the Fr line with the new date, under the Cost center column, type in the new cost center for the asset. Enter, then click the green arrow back button.
- 9) If desired, type in Room number, License plate number and or Personnel number assigned to asset.
- 10) Click the Allocations tab.
- 11) Type in Status of asset or click possible entries icon for status description, highlight and double click selection. **NOTE:** Any changes in the asset status, e.g., lost, stolen, retired, transferred, etc. are made using this transaction.
- 12) Type in Acquisition Code or click possible entries icon for code description, highlight and double click selection.
- 13) Make further changes on other tabs if necessary.
- 14) Click the save diskette.

QRC 7 - AS03 – Display Asset Master Record

- 1) Type transaction code AS03 in command box, press enter.
- 2) Type in asset number to display in Asset field, press enter, click the green check or Master data button.
- 3) Click on the tab for information you wish to view.
- 4) Or, click on Asset values to view postings, depreciation, and/or transactions.
- 5) Click the green arrow back to exit transaction.

QRC 8 - AS11 – Create Asset Sub-Number

- 1) Type transaction code AS11 in command box, press enter.
- 2) Type in asset number that requires a sub-number.
- 3) Number of similar sub-numbers will default to 1 – if more than one sub-number is desired change number.
- 4) Press enter, click the green check or Master data button.
- 5) Change or add to the description for the asset sub-number.
- 6) **Remove** the Quantity of 1 – this will repopulate upon goods receipt or payment.
- 7) **Remove** the Capitalized on Date – this will repopulate upon goods receipt or payment.
- 8) Click on the Time-dependent tab.
- 9) Information on this tab may be changed if sub-asset is being paid from another cost center. Change Room, License plate number and Personnel number if necessary.
- 10) Click on the Allocations tab.
- 11) **Remove** Status, until sub-asset is paid or received.
- 12) **Remove** Acquisition code, until sub-asset is paid or received.
- 13) Class Code should remain the same as the main asset.
- 14) Click on the Origin tab.
- 15) **Remove** vendor information – this will repopulate upon goods receipt or payment.
- 16) Click the save diskette.
- 17) Screen will return to the first screen with the Asset Sub-number in the left corner. The main asset number remains the same with a sub number (1 or 2, etc.) following.


QRC 9 - ABNAN – Post-Capitalization

NOTE: Before completing this transaction, an Asset Master Record must be created (AS01 – Create Asset Master Record for Asset Acquired in a Prior Fiscal Year) with the Post-capitalization box checked on the initial screen.

1. Type transaction code ABNAN in command box, press enter.
2. Type in asset number that value is to be posted in the field to the right of Existing asset.
3. Place cursor in the Amount posted field and type in the amount to be posted in dollars and cents.
4. Place cursor in the Quantity field and type 1.
5. Press tab and type in the unit of measure of the asset, e.g., EA.
6. Place cursor in the Document date field and type in today's date.
7. Place cursor in the Orig. val. Dat field and type in the date the asset was acquired or put into service. This is the capitalization date.
8. Press enter or click the green check.
9. Click the Additional details tab.
10. Place cursor in the Document type field and type AA (Asset posting).
11. **DO NOT ENTER AN OFFSETTING ACCOUNT!**
12. Click the Note tab and type in information as to why this posting is occurring, if desired.
13. Click the save diskette.
14. Screen will return to the initial screen with posting message in lower left corner.
15. Click the yellow exit arrow to exit transaction.
16. If desired, enter transaction AW01N in the command box, press enter or green check.
17. View transaction posting.


QRC 10 - F-02 – General Postings

NOTE: Before completing this transaction, an Asset Master Record must be created (AS01) with the appropriate Asset Class. Also, the appropriate G/L account must be identified to complete this transaction accurately by crediting the correct account and debiting the asset.

1. Type transaction code F-02 in command box, press enter.
2. Place cursor in the Document date field and type the date the asset was acquired. Press tab.
3. Type AA in Type field.
4. Company code - ARK, Posting date – current date, Period – current period and Currency/rate – USD should default.
5. Place cursor in box to right of PstKy and click possible entries icon.
6. Select 50 - Credit entry, highlight and double click (you may just type 50 in the PstKy field). Press tab.
7. Type the G/L expense account number to be credited in the Account field. Press enter or click the green check.
8. Place cursor in Amount field, type in the total cost of the asset.
9. Tab to the Tax code field, type in appropriate tax code.
10. Tab to Cost center field and type in cost center from which asset was bought or to which depreciation will be posted.
11. Place cursor in the box right of PstKy and click possible entries icon.
12. Select 70 – Debit asset, highlight and double click (you may just type 70 in the PstKy field). Press tab.
13. Type the asset number created for posting in the Account field.
14. Place cursor in the box right of Trans type and click possible entries icon.
15. Select 100 – External asset acquisition, highlight and double click (you may just type 100 in the field). Press enter.
16. Place cursor in Amount field, type in the total cost of the asset.
17. Place cursor in Quantity field, type in 1.
18. Place cursor in Cost center field, type in cost center from which asset was bought or to which depreciation will be posted. Enter.
19. Click Document overview button  to review before posting.
20. There should be 2 line items, a debit and a credit, with a zero total.
21. Click the save diskette.
22. The initial screen will appear with message in left corner that transaction was posted. To view postings, click the green arrow back to SAP Easy Access AASIS Menu.
23. Enter transaction AW01N in the command box, press enter or green check.
24. View transaction posting.



QRC 11 - F-90 External Acquisition with Vendor (only to pay sales tax on a vehicle asset)

NOTE: Before completing this transaction, an Asset Sub-number must be created for the sales tax.

1. Type transaction code F-90 in command box, press enter.
2. Place cursor in the Document date field and type in today's date. Press tab.
3. Type KR in the type field.
4. Company code – ARK, Posting date – current date, Period – current period, Currency/rate – USD should default.
5. Place cursor in Reference field and type in the invoice number or some type of reference identifier.
6. Place cursor in box right of PstKy and click possible entries icon.
7. Select 31- Credit Invoice and Account, highlight and double click (you may just type 31 in the PstKy field). Press tab.
8. Type in the vendor number being paid in the Account field. Press enter.
9. Place cursor in Amount field, type the total amount of taxes to be paid.
10. **TAX AMOUNT FIELD – LEAVE BLANK!**
11. Place cursor in Tax code, type in appropriate tax code.
12. Place cursor in Bus. Area field, type in your business area.
13. Place cursor in box right of PstKy and click possible entries icon.
14. Select 70 – Debit asset, highlight and double click (you may just type 70 in the PstKy field). Press tab.
15. Type the asset sub-number created for posting. NOTE: A – must be between the asset number and the sub-number, e.g., 123456789-1).
16. Place cursor in the box right of Trans type and click possible entries icon.
17. Select 100 – External asset acquisition, highlight and double click (you may just type 100 in the field). Press enter.
18. Place cursor in Amount field, type the total amount of taxes to be paid.
19. Place cursor in Quantity field, type in 1.
20. Place cursor in Cost center field, type in cost center from which tax is paid. Enter.
21. Click Document overview button  to review before posting.
22. There should be 2 line items, a debit and a credit, with a zero total.
23. Click the save diskette.
24. If desired, enter transaction AW01N in the command box, press enter or green check.
25. View transaction posting.



QRC 12 - ABUMN – Transfer Asset within Company Code

NOTE: Before completing this transaction, an Asset Master Record must be created by the business area receiving the transferred asset. The business area transferring the asset completes this transaction.


1. Type transaction ABUMN in command box, press enter.
2. Place cursor in the Asset field, type in asset number to be transferred.
3. Place cursor in the Document date field, type in current date.
4. Place cursor in the Asset val. Date field, type in current date.
5. Place cursor in the Text field and type in information regarding the transfer of the asset to the other agency (business area). If more space is needed, click the Note tab and type additional text.
6. Place cursor in Existing asset field, type in asset number (created by receiving business area) to receive asset transfer. Press enter.
7. If desired, click the simulate button  to review documents being transferred.
AND/OR
8. Click the Line items button  to review line items being transferred. Press enter or click green check.
9. Click the save diskette.

QRC 13 - ABAVN – Asset Retirement by Scrapping

NOTE: Before completing this transaction, a Surplus Disposition Form (SDF) must be completed and a SDF # received.

1. Type transaction code ABAVN in command box, press enter.
2. If one asset is being retired, place cursor in Asset field, type in asset number to be retired **OR**
3. If several assets are being retired, they do not have to have the same asset class. Click the Multiple assets button and under Asset, type in all of the asset numbers being retired. Type one asset number per row.
4. Place cursor in Document date, type in current date.
5. Place cursor in Asset val. date, type in current date.
6. Place cursor in Text field, type in SDF# for each asset number being retired. If additional space is needed, click the Note tab and type additional information.
7. Click Additional details tab.
8. Place cursor in Document type field, type AA. Press enter.
9. If desired, click the simulate button  to review documents being retired **AND/OR**
10. Click the Line items button  to review line items being retired. Press enter or click green check.
11. Click the save diskette.

QRC 14 - AB08 – Other Asset Document (reverse asset document posting)

- 1) Type transaction code AB08 in command box, press enter.
- 2) Type ARK in Company code field.
- 3) Type asset number that is to be reversed in Asset field.
- 4) Type Sub-number if applicable.
- 5) Type the Fiscal year in which the document was posted in the Fiscal year field. Press enter.
- 6) Review list of line items. Select item to be reversed by clicking on the button at the left of row, this will highlight the row.
- 7) To review further, click the display Detail icon . After further review, click the green arrow back.
- 8) Press the Reverse button.
- 9) A pop up box will appear. Place cursor in Reversal reason field and click the possible entries icon, highlight 01 – Reversal in current period and double click. Press enter or click the green check.
- 10) An Overview of Asset Accounting Documents screen will appear, click the save diskette to reverse the transaction.
- 11) The initial screen will appear with message in left corner that transaction was posted. To view postings, click the green arrow back to SAP Easy Access AASIS Menu.
- 12) Enter transaction AW01N in the command box, press enter or green check.
- 13) View transaction posting.

QRC 15 - AIAB/AIBU – Distribute/Settle Asset Under Construction (AuC)

1. **NOTE:** Before completing this transaction, an Asset Master Record must be created (AS01) to post the settlement.
2. Type transaction code AIAB in command box, press enter.
3. Type ARK in Company code field.
4. Type asset under construction asset number to be settled in Asset field. Press enter or click the green check.
5. Check marks will default by each line item that has been posted to the AuC.
6. Click Enter rules icon.
7. Under Cat column first row, FXA. Press tab.
8. Type asset number created to receive settlement.
9. Place cursor in field under % and type 100. **Press enter.** **NOTE:** If more than one asset number will receive the settlement costs, each asset number created must be listed on a separate row and the total of the percents must equal 100%.
10. Click the green arrow back to return to previous screen.
11. All of the check marks will be gone from the boxes. Click in each box beside the document to be settled to new asset (s).
12. Click the save diskette.
13. Click Post Settlemt. Icon.
14. Place cursor in the Asset val. date field and type the date the AuC was completed or put into service.
15. Place cursor in the Document type field and type AA. Press enter.
16. Under Processing options, the Test run and Detail list boxes will have checks – leave the checks to review before posting.
17. Click the execute icon.
18. Review and verify the correct values being posted. Click the green arrow back to the previous screen.
19. Remove the checks from the Test run and Detail list boxes. Click the execute icon.
20. The initial screen will appear with message in left corner that transaction was posted. To view postings, click the green arrow back to SAP Easy Access AASIS Menu.
21. Enter transaction AW01N in the command box, press enter or green check.
22. View transaction posting.

QRC 16 - AW01N – Asset Explorer

- 1) Type transaction code AW01N in command box, press enter.
- 2) Type ARK in Company code field.
- 3) Type asset number to view in Asset field.
- 4) Choose Fiscal year to view by clicking black up, down buttons or type in fiscal year. Press enter or click green check.
- 5) Planned values for depreciation area 01 will populate the screen.
- 6) To view depreciation area 20 click on 20 Full Accrual Depre at left of screen.
- 7) To view transactions posted to asset, click the scroll bar down on the right of the screen.
- 8) Highlight transaction to be viewed and double click to see document overview. After document review, click the green arrow back to original transaction.
- 9) Click Posted values tab to view depreciation posted and planned postings.
- 10) After review click the green arrow back to exit transaction.